



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

DIVISION OF ACCOUNTABILITY AND QUALITY ASSURANCE TRANSFORMATION OFFICE

COMMUNITY OUTREACH SPECIALIST

Salary range Min \$64,680 – Mid \$84,085

Posting Period: July 5 – 18, 2011

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	<u>Mail or email application materials to:</u>
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

**Subject to FTE approval and available funding*

(Position is part of Local 2012, AFT)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Community Outreach Specialist

GENERAL STATEMENT OF DUTIES: Incumbent is responsible for planning, developing, and implementing community relations strategies towards the goal of “all Rhode Island students being ready for success.” The incumbent will coordinate and deliver public outreach programming to raise community awareness of the need for rigorous and appropriate academic preparation for all students, and will deliver presentations to community groups regarding these and related issues. The incumbent will be responsible for coordinating the efforts of existing community groups toward the end that all students will be college and/or career ready, and will support the development of new and novice organizations focused on collaborative efforts that promote community wellness.

SUPERVISION RECEIVED: Works under the supervision of the Chief Transformation Officer with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Represents RIDE in community related activities.

Coordinates and manages projects that bring parents, community leaders and community organizations together around issues of academic success for all students.

Offers guidance to districts and school to development of parent/community engagement strategies;

Coordinates within and throughout RIDE to understand relationships with current parent-oriented partner groups; develop mechanisms to strengthen and sustain these connections; develop measures to evaluate the effectiveness of the implementation of engagement strategies;

Collaborates with schools and districts to host training sessions/workshops that will create a base of knowledge and energy within community organizations/advocacy groups to facilitate change and reform for neediest students;

Assist parents and community-based organizations to challenge the way schools work with regard to low-income students and students of color, and work in concert with schools and districts to develop strategies that mobilize parents to facilitate changes in service to underserved populations;

Collaborates with LEA's to develop parent-friendly materials to help parents know the policies and practices that work to help students attain the skills and knowledge necessary for college and careers

Coordinates, regularly assesses and evaluates the quality of school efforts in the area of parent and community engagement.

Performs related work as assigned.

REQUIRED QUALIFICATIONS KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, rules, and regulations.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Skilled in performing strategic planning and project management.

Skilled in developing and maintaining community relations.

Skilled in analyzing public policy.

Skilled in giving public presentations.

Skilled in facilitating meetings and giving presentations to multiple stakeholders.

Demonstrated ability to conduct, read and summarize complex studies, policy articles, journals, reports and papers on parent involvement and engagement and cull relevant data and information to inform work; ability to summarize essential points and prepare reports for dissemination.

Ability to collaborate well with others, both inside and outside the organization; creativity and comfort interacting with groups of varying races, ethnicities and backgrounds;

Results-oriented, achievement-driven approach to tasks and strong attention to detail and excellent organizational skills;

Flexibility, ingenuity and courage applied appropriately to address the needs of the students in the varied communities of our underperforming schools to the end that all become highly successful.

Ability to work independently and take initiative.

Ability to travel locally 50% to 70% of the time.

EDUCATION: Master's Degree in Public Policy Formulation, Administration, or a related field.

EXPERIENCE: Five years of community affairs experience **and/or** any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: June 2010